

# NARRABEEN LAKES PUBLIC SCHOOL



## Leadership Policy

### **Rationale:**

School life provides many opportunities for young people to develop leadership and representation skills, including as leaders in school governance.

Formal student leadership and student representation programs provide important benefits for individual students and schools. Student leaders have the potential to influence the school environment and the behaviour of their fellow students by becoming advocates for positive change in the school community.

In fact, students report that when they actively participate in school life, and their ideas and opinions are listened to and valued, they feel respected and encouraged to make further contributions. They have:

- increased communication skills
- improved academic performance for students involved
- greater commitment to the school from the wider student body
- positive influences on the climate of the school
- strengthened school spirit
- increased cooperation from students.

At Narrabeen Lakes Public School, students have a variety of ways to become leaders within the school setting. The school encourages these leadership roles to be spread amongst the student body. Students can only take up one of the leadership roles within the year. It is important that students are aware of this so that they can prioritise the role they wish to apply for. These roles include:

- Year 6 Captains (2)
- Year 6 Vice – Captains (2)
- Year 6 Prefects (2)
- House Captain (2 – per house)
- Music Leader (2)
- Sustainability Leaders (2)
- Library Leaders (2)

The principles which we at Narrabeen Lakes Public School advocate are that:

- All students have the potential to develop leadership skills.
- Students will be encouraged to apply leadership skills to initiatives that strengthen the school community and the communities in which they live.
- Leadership programs can build students' confidence that their views are important to staff and that they can have an influence on what happens in the school.
- Student leadership programs will be most effective when they:
  - are planned and developmental;
  - receive active support from teachers, parents and peers;
  - encourage a range of leadership styles inclusive of cultural differences; engage all groups in the school;
  - provide fair access and participation for all students including equal participation for boys and girls;
  - encourage more experienced student leaders to support those who are less experienced;
  - draw on the expertise and resources of the wider community and
  - are perceived as relevant and valuable by the students and the school.

**Section 1**  
**Year 6 School Captain, Vice – Captain and Prefect Procedures**

**Timeline:**

<b>Term</b>	<b>Week</b>	<b>Procedure: Prefects &amp; Captains</b>
1	1 -2	Inform all Year 5 students of the Criteria which will enable them to be eligible for candidacy. Criteria listed below table.
	1-10	Monitor Year 5 students' eligibility for nomination. Using class roll if necessary.
2	1-10	Monitor Year 5 students' eligibility for nomination. Using class roll if necessary.
3	1-3	Monitor Year 5 students' eligibility for nomination. Using class roll if necessary.
	1-3	All Year 5 will engage in a leadership day involving team building exercises and an introduction to the leadership logbook and project that is part of the essential criteria.
	4	All Year 5 students complete individual leadership project and present in class.
	9 - 10	Year 5 and 6 meet as a collective group in the hall. Students are reminded of the criteria for students who can and cannot be nominated to stand for election. Year 5 and 6 children are able to nominate candidates. Teachers check all nominated students against the criteria for nomination eligibility, including completion of log books. The Year 5 child nominated stands up, must be seconded by another student and either accepts the nomination or politely declines the offer. A maximum of 16 students could possibly stand for elections. If there are more than this amount nominated, a pre – election will occur on the spot with Year 5 and 6 voting for the best candidates to be put forward.
	10	Candidates standing for election are announced at the K-6 Assembly.
4	7	Students are to present a speech at a K-6 Assembly. Each student is given a 2 minute restriction. The candidates are given the topic for their speech in the morning and given that session (9:30 – 10:55am) to prepare. They will present their speeches after recess.
	7	Leadership Elections. Students in Years 2-6 will vote. Each student voting will be marked off a class list. Students who are absent on the voting day are eligible to vote the next day. No further votes will be accepted after this. Votes will attract a specific weighting.
	8	Candidates informed by principal as to whether they are successful or not in gaining a leadership position on Monday. If the child is away they will be informed the following morning. The leadership team will be announced at the Tuesday K-6 school assembly.
	10	The Captains, Vice – Captains and Prefects will be represented by two students in each position. Their specific role will be announced at the K-6 Presentation Day and they will be presented with their badge. They are expected to sign the Leadership Contract ( <i>See appendix E</i> ).

\*Dates and items may be modified on a needs basis

**Role Description:**

- Provide a positive role model and leadership to the student body.
- An ambassador for the student body at school and in the community.
- Actively participate in school assembly programs.
- Encourage students to take pride in their school.
- Assist any student in need when necessary.
- Willingly help teachers and the community when requested.

**Essential Criteria:**

- Ability to speak confidently in public.
- Demonstrated ability to maintain high standards of work and behaviour in class and school activities.
- Demonstrated school spirit and pride by:
  - Wearing correct school uniform at all times.
  - Following the school rules.
  - Participating in a number of school activities.
- Showing trustworthiness, courtesy, reliability, respect and helpfulness.

**Selection Procedure****Nomination of Candidates:**

- Students can be nominated if they fulfil the following **essential criteria**:
  - Displays good leadership skills
  - Have had no more than 2 yellow cards or equivalent during Year 5
  - Ability to speak confidently in public
  - Demonstrates ability to maintain high standards of work and behavior in class and school activities
  - Completes Student Leadership Program. *See appendix.*
  - Demonstrates school spirit and pride by:
    - 1) Wearing correct uniform at all times.
    - 2) Following the school rules.
    - 3) Participating in a number of school activities.
    - 4) Showing trustworthiness, courtesy, respect, reliability and helpfulness.
- Has been selected through the nomination process

**a) Nomination Process:**

- Students in Year 5 are reminded of the criteria for students who can and cannot be nominated to stand for election.
- Students in Year 6 are eligible to nominate Year 5 candidates. The nominations are sought during a Year 5 and 6 combined assembly.
- A maximum of 16 students will stand for election
- Students must meet eligibility criteria in order to be able to accept nomination.
- If a student is absent on the day of nominations, they are ineligible to be nominated, unless they or their parent / carer have provided a written intention to be a candidate and reason for absence prior to the election.

**b) Lobbying of Candidates:**

- Students are not allowed to lobby peers in the playground, or via social media. If found to be doing so, their nomination may be removed.

- Each candidate will be limited to a 2 minute speech which is prepared at school, during the morning session.
- The speech is presented at the K-6 Assembly.
- Students will present their speeches in random order and as they appear on the ballot paper.

**c) Polling Day:**

- Voting will take place by secret ballot back at individual classrooms straight after the speeches.
- The electorate will consist of students in Years 2-6, plus all school staff members.
- Any child absent on the day may have the chance to vote the next day. No votes will be accepted after that.
- The “First Past the Post” voting system will be used. Electors will indicate the 6 students who they wish to elect for a leadership position.
- The captains, vice - captains and prefects will be determined by a secret ballot.
- The captains are the two students who received the first and second highest amount of votes.
- The vice – captains are the two students who receive the third and fourth highest amount of votes.
- The prefects are the two students who received the fifth and sixth highest amount of votes.
- The final discretion on all positions rests with the principal.

**d) Counting of Votes:**

- A leadership committee comprising of a minimum of 3 teachers, including 1 executive teacher, will count all votes on site. This will occur after day of voting.
- All ballot papers will be retained by the principal for a period of 12 months.

**Weighting of votes:**

- 1 : 0.5 ratio for students voting Year 2
- 1: 1 ratio for students voting Years 3, 4 and 6
- 1:2 ratio for students voting Year 5
- 1:5 ratio for staff members voting.

**Investiture of Prefects and Captains:**

- The announcement of persons elected will be made at a K-6 assembly
- The announcement of the school captains, vice – captains and prefects will be made at the K-6 Presentation Day Assembly.
- Parents are invited to the K-6 Presentation Day Assembly.
- Students will receive their badges from the current Year 6 leader of that position.
- The “Leadership Contract” will be signed by the elected students and their parents.- (*See Appendix E Leadership Agreement*)

**At the Commencement of Year 6:**

- The captains, vice - captains and prefects will be re-introduced to the school for their year of office at a K-6 Assembly.
- The leadership group will be reminded of their roles and responsibilities.

**Maintenance of position**

- In order to maintain their position, Captains/Vice-Captains and Prefects will be expected to adhere to the above-mentioned roles and responsibilities.
- If a Student Leader consistently does not meet these expected standards, the School Executive or Principal will initiate an improvement process that starts with an official warning. If the Student Leader does not demonstrate the required improvement and receives another warning, their badge and responsibilities will be removed for up to two weeks.
- Any further warnings will result in the Captains/Vice-Captains and Prefects losing their position.

- If the Captain is removed from their position, the Vice-Captain will assume that responsibility. The Vice-Captain position will be filled by the next eligible candidate in the initial election. If the Vice-Captain is removed, then they will be replaced by the next eligible candidate.
- If a leader receives a yellow card or equivalent, the improvement process, consisting of an official warning will also be implemented. A second yellow card will result in the loss of privileges for up to two weeks. A third yellow card will see the leader lose their role permanently.
- In the rare event of extreme misbehaviour, a Captain / Vice-Captain or Prefect may lose their position and responsibilities permanently, with immediate effect.

## Section 2

### Year 6 House Captains, Music Leaders, Sustainability Leaders, Library Leaders

Term	Week	Procedure: House Captains, Music Leaders, Sustainability Leaders, Library
1	1 -2	Inform all Year 5 students of the Criteria which will enable them to be eligible for candidacy. Criteria listed below table.
	1-10	Monitor Year 5 students' eligibility for nomination. Using class roll if necessary.
2	1-10	Monitor Year 5 students' eligibility for nomination. Using class roll if necessary.
3	1-3	Monitor Year 5 students' eligibility for nomination. Using class roll if necessary.
	1-3	All Year 5 will engage in a leadership day involving team building exercises and an introduction to the leadership logbook and project that is part of the essential criteria.
	4	All Year 5 students complete individual leadership project and present in class.
	8 - 9	After captains, vice-captains and prefects have been selected, all remaining eligible students will be eligible for other position *see selection criteria below for each specific position.
	10	Roles will be announced at the K-6 Presentation Day and they will be presented with their badge. They are expected to sign the Leadership Contract ( <i>See Appendix F, G, H, I Leadership Agreement</i> ).

Students standing for election in the following positions **must**:

- meet the Essential Criteria for the specific position outlined below
- have completed the leadership program
- have completed an EOI (*See Appendix D – EOI*)
- have no more than 2 yellow cards or equivalent during Year 5

### House Captains

The role of House Captains is to organise, co-ordinate and unite their house during events such as the Swimming, Athletics and Cross Country Carnivals. They are expected to be sporting ambassadors within the school, promoting both inter and intra school sport.

#### Role Description:

- Hold meetings prior to the major carnivals to organise house chants.
- Demonstrate inclusive behaviour in selecting house chants.
- Promote their House in a respectful and enthusiastic manner.
- Being responsible when required for sporting equipment and activities.

- Attend and actively competing, or co-ordinating others, in events at the relevant carnivals.
- Actively help teachers in keeping sports storeroom respectable.
- Co-ordinate, organise and run whole-school sports assemblies if required.
- Actively help with the running of the in-school sports program.

**Essential Criteria:**

- Model exemplary sportsmanship at all times.
- Always be a role model for fellow students, especially in demonstrating respectful ways of communicating with each other and with teachers.
- Show consistently appropriate decision-making and behaviour over the course of the school year.
- Demonstrate pride in their school by always wearing the correct uniform and encouraging others to do so, particularly in the area of wearing a school hat and shoes in the playground and sporting events.
- Speak clearly and confidently at any public occasion.

**Selection**

Eligible Year 5 students will have the opportunity to nominate themselves a special house meeting. After nomination, the candidate will have the opportunity to present a one minute speech as to why they feel they are the best candidate for the position.

House Captains and Vice-Captains will then be chosen by a secret ballot which is administered by the house patron. During the voting process, the candidates will be asked to leave the room.

In the event of a tie, the teacher will conduct a re-vote with students only able to vote for the tying candidates. The selection of house captains will be approved by the principal before they are formally decided.

Upon successful selection, the candidates are expected to sign a contract agreeing to the responsibilities and expectations of their role. This agreement is sent home and signed by their parents. They will be presented with their badge at a school assembly by the Principal or Executive Teacher.

**Music Leaders**

The role of the Music Captains is to be a role model for musicians across the school. They are expected to be an advocate for music within our school. Students are only eligible to become music leaders if they are currently involved in extra-curricula music programs at the school.

**Role Description:**

- Make announcements at school assemblies when required
- Promote Music groups in a respectful and enthusiastic manner
- Demonstrate an enthusiasm for ALL music activities across the school.
- Actively help teachers in keeping musical equipment safe and in the correct place
- Actively help with the running of the in-school concerts and music activities.

**Essential Criteria:**

- Model exemplary musicianship at all times
- Always be a role model for fellow musicians
- Demonstrate pride in all music ensembles.
- Show consistently appropriate decision-making and behaviour over the course of the school year

- Demonstrate pride in their school by always wearing the correct uniform and encouraging others to do so, particularly in the area of wearing a school hat and shoes in the playground and sporting events.
- Speak clearly and confidently at any public occasion

### **Selection**

Eligible Year 5 students will be selected by the music teacher in consultation with the Stage 3 teachers and other music ensemble coordinators. The selection of music leaders will be approved by the principal before they are formally decided.

Upon successful selection, the candidates are expected to sign a contract agreeing to the responsibilities and expectations of their role. This agreement is sent home and signed by their parents. They will be presented with their badge at a school assembly by the Principal or Executive Teacher.

### **Library Leaders**

**Library Monitor** The role of Library Monitor is to support the Librarian by organising and coordinating library helpers to assist in the library daily. They will also support the librarian in organising special library events such as Book Week, Indigenous Literacy Foundation Book Swap, Simultaneous Storytime Day, Peer Picnic Reading as well as assembly awards and book prizes. They are expected to promote reading and literacy within the school.

#### **Role Description:**

- Help co-ordinate and organise a library helper roster.
- Assist with organising and running book week activities.
- Collect class library books from each classroom.
- Return the library books on the Oliver Computer system
- Shelf the returned books to the various shelf areas.
- Log on all computers ready for Literacy pro searching.
- Tidy and clean shelves and books.
- Actively help the teacher librarian with other tasks when needed.

#### **Essential Criteria:**

- Model exemplary behaviour at all times.
- Always be a role model for fellow students, especially in demonstrating respectful ways of communicating with each other and with teachers.
- Show consistently appropriate decision-making and behaviour over the course of the school year.
- Demonstrate pride in their school by always wearing the correct uniform and encouraging others to do so, particularly in the area of wearing a school hat and shoes in the playground.
- Speak clearly and confidently at any public occasion.

### **Selection**

Eligible Year 5 students will be selected by the librarian in consultation with the Stage 3 teachers. The selection of library leaders will be approved by the principal before they are formally decided.

Upon successful selection, the candidates are expected to sign a contract agreeing to the responsibilities and expectations of their role. This agreement is sent home and signed by their parents. They will be presented with their badge at a school assembly by the Principal or Executive Teacher.

### **Sustainability Leaders**

#### **Role Description:**



- Organise, promote and participate in sustainability practices at school including Garden Club, Waste Free lunches, recycling projects.
- Lead project-based activities for younger students including presenting at Kindy Orientation and Assemblies
- Help distribute and collect equipment before and after gardening / environment activities.
- Manage participants in Garden Club and organise their green cards.
- Supervise composting and worm farm
- Writing proposals and work with the SRC for garden improvements around the school
- Help Environment teachers organise Environment Day activities

### **Essential Criteria**

- Model exemplary behaviour at all times.
- Always be a role model for fellow students, especially in demonstrating respectful ways of communicating with each other and with teachers.
- Show consistently appropriate decision-making and behaviour over the course of the school year.
- Demonstrate pride in their school by always wearing the correct uniform and encouraging others to do so, particularly in the area of wearing a school hat and shoes in the playground
- Be enthusiastic about looking after our school and local environment.

### **Selection**

Eligible Year 5 students will be selected by the Environment Committee in consultation with the Stage 3 teachers. The selection of sustainability leaders will be approved by the principal before they are formally decided.

Upon successful selection, the candidates are expected to sign a contract agreeing to the responsibilities and expectations of their role. This agreement is sent home and signed by their parents. They will be presented with their badge at a school assembly by the Principal or Executive Teacher.

### **Maintenance of leadership positions**

- In order to maintain their position, House Captains, Music Leaders, Sustainability Leaders and Library Leaders will be expected to adhere to the above mentioned roles and responsibilities.
- If a Student Leader consistently does not meet these expected standards, the School Executive or Principal will initiate an improvement process that starts with an official warning. If the Student Leader does not demonstrate the required improvement and receives another warning, their badge and responsibilities will be removed for up to two weeks.
- Any further warnings will result in the student leader losing their position.
- If the leader is removed from their position, the position will be filled by the next eligible candidate in the initial selection.
- If a leader receives a yellow card or equivalent, the improvement process, consisting of an official warning will also be implemented. A second yellow card will result in the loss of privileges for up to two weeks. A third yellow card will see the leader lose their role permanently.
- In the rare event of extreme misbehaviour, a student leader may lose their position and responsibilities permanently, with immediate effect.

## Appendices

### Appendix A

#### Student Leadership Program and Training Day Information Note



Dear Year Five parents and students,

Each year, NLPS runs an extensive leadership program to provide an opportunity for all students to nurture their potential. Students are elected to represent the school and their peers as Captains, Prefects, House Captains, Band Captains, Dance Captains, Sustainability Leaders and Library Monitors. The tasks of our young leaders vary in their different roles, but the skills and qualities they need are common.

The *Leadership Program* is to be completed by all Year 5 students. There will be an opportunity for all students in **INSERT YEAR** to use and develop their leadership skills as *Peer Support* leaders and Kindy Buddies.

The Student Leadership Day is phase one of the *Leadership Program*. Throughout Term 3, students will participate in a community service project, leadership presentation, as well as complete an expression of interest. After every child successfully completes the leadership program, they can nominate themselves for positions, informed with the knowledge and skills that are required to be successful.

Specific criteria and more information on the selection process will be discussed and distributed during the leadership day.

All students will benefit by developing these skills and qualities. We are holding the Leadership Training Day for **all of Year Five at no cost on INSERT DATE**. On this day we aim to:

- Highlight and develop many of the social, organisational and communication skills required for effective leadership.
- Help students to develop confidence to take on a leadership position at NLPS in **INSERT YEAR**.
- Outline the NLPS leadership process.

As this is a special day we ask that mufti / sport style clothes are worn, as students will be participating in team building games. Students will also be provided with a sausage sizzle lunch on the day. Dietary requirements will be catered for.

On the day students will be exploring leadership through:

1. ice-breaker games
2. leadership team challenges
3. team building challenges and games
4. discussions and self-evaluations
5. listening to an outline of the NLPS Leadership Program

#### Preparation Challenge

***“The ultimate measure of a man is not where he stands in the moments of comfort, but where he stands at times of challenge and controversy.” QUOTE AT DISCRETION OF LEADERSHIP DAY***  
**ORGANSIER**

- Who said this quote and what does it mean? Write a paragraph and bring it to the Leadership Day.
- Find a quote about leadership that inspires you. Write it down and bring it with you.

We know this introduction to leadership will be a valuable day for all students who participate with enthusiasm.

Thank you,

\_\_\_\_\_ - Year 5 Teachers  
\_\_\_\_\_ - Stage 3 Supervisor  
\_\_\_\_\_ - Narrabeen Lakes Principal

## Appendix B

### Leadership Individual Research Project All Year 5 Students

To accomplish this task you must complete the following three activities. They are to be completed at home. Make sure to ask your teacher if you have any questions **before** Week 2.

#### 1. Research

*Choose a leader or role model.* Some examples are Adam Goodes, Malala Yousafzai, Martin Luther King Jr., Greta Thunberg or Bethany Hamilton. You may choose any leader, not just one from this list.

- Find out about the person's life.
- Personal details – birth, childhood, youth, maturity, when and where they lived, family, etc.
- Why were they chosen as a leader? Or what makes this person an excellent role model?
- What makes them an effective leader? Or as a role model how did they support and encourage others?
- Outline their achievements. What did they help others to achieve or accomplish?
- Outline five qualities this leader or role model has.

#### 2. Publishing

Use the Google Slides template presentation on the Stage 3 Google Classroom to publish your research on your chosen role model/leader. Submit the presentation on Google Classroom before the 2nd of August.

#### 3. Speaking

Tell the story of your leader/role model. It may be about just one event from their life or a series of events. Your speech should be **no longer than 2 minutes**. You can bring any clothes and props that might help you. You should not read straight from your slides.

Appendix C  
**Example Timeline for Students**  
**Year 5 Leadership Program Schedule**

<b>TERM 2</b>	
<b>Date</b>	
Term 2 - Week 9	<ul style="list-style-type: none"> <li>Note sent home to parents/carers outlining the leadership program and details for leadership day.</li> <li>Students begin to bring in their quotes for the Leadership Training Day in Term 3.</li> </ul>
Term 2 - Week 10	<ul style="list-style-type: none"> <li>Remind students of individual research tasks due in Term 3.</li> <li>Any students unable to use Google Classroom/Slides to complete research tasks need to speak to their teacher to organise a solution this week.</li> </ul>
<b>TERM 3</b>	
<b>Date</b>	
Term 3 - Week 1 Tuesday	<ul style="list-style-type: none"> <li>Final reminder to bring in quotes for the Leadership Training Day.</li> </ul>
Term 3 - Week 1 Wednesday	<p>Leadership Day:</p> <ul style="list-style-type: none"> <li>All day event.</li> <li>Current leaders talk to Yr 5 and assist.</li> <li>Notes to go home to parents outlining the leadership process (project, log book, expression of interest, expectations).</li> <li>Sausage sizzle lunch provided on the day.</li> </ul>
Term 3 - Week 1	<ul style="list-style-type: none"> <li>Teachers check in with how students are going with individual research tasks.</li> <li>Teachers review how the log book system works.</li> <li>Teachers encourage all students to make contact and organise jobs for leadership with a range of teachers/staff in the school.</li> </ul>
Term 3 - Week 2	<ul style="list-style-type: none"> <li>Reminder to go home to parents (seesaw) about leadership. Project due in Week 4.</li> <li>Project added to homework tasks.</li> </ul>
Term 3 - Week 4	<ul style="list-style-type: none"> <li>Individual Research Task due.</li> <li>Presentations completed in class.</li> <li>Students marked against rubric.</li> </ul>
Term 3 - Week 5	<ul style="list-style-type: none"> <li>Progress check and reminder about logbooks due in Week 9.</li> <li>Teachers meet with students falling behind and discuss what can be done to get them back on track.</li> <li>Leadership project presentations continue.</li> </ul>
Term 3 - Week 9	<ul style="list-style-type: none"> <li>Log Books due.</li> <li>Clearly record submissions.</li> <li>Expression of Interest (EOI) handed out to students (<i>See Appendix D - EOI</i>).</li> </ul>
Term 3 - Week 9	<ul style="list-style-type: none"> <li>EOI collected.</li> </ul>
Term 3 - Week 10	<ul style="list-style-type: none"> <li>Nominations held for all students wanting to be School Captain, Vice or Prefect.</li> <li>All Stage 3 to attend and vote in the preliminary election.</li> </ul>

Appendix D  
**Narrabeen Lakes Public School**  
 Leadership: Expression of Interest



Name: \_\_\_\_\_

Class: \_\_\_\_\_

<input type="checkbox"/> Completion checklist:	Teacher sign	Date
<input type="checkbox"/> Expression of Interest:		
<input type="checkbox"/> Leader Presentation:		
<input type="checkbox"/> Leadership log book:		
<input type="checkbox"/> Modeled NLPS behaviour		

In the boxes next to the roles, please number your preference for the leadership roles you are interested in.

- You are only eligible for one leadership position.
- You cannot choose band if you do not plan on participating in band in **YEAR**.
- You do not need to number a role you are not interested in.
- If you are successful, you will receive your highest rated leadership role.

- |   |  |                                |
|---|--|--------------------------------|
| <input type="checkbox"/> <b>Prefect/Captain</b> | <input type="checkbox"/> Library         |                                |
| <input type="checkbox"/> Sustainability         | <input type="checkbox"/> House (st sh d) | <input type="checkbox"/> Music |

**Why would you like to be a leader at Narrabeen Lakes Public School? What role are you interested in and what would you bring to the role?**

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**What have you done this year that demonstrates strong leadership qualities? This could include SRC, sporting teams, log book jobs, etc.**

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**FOR PREFECT ROLES**

**Identify a leader or public figure that has strong leadership qualities. If selected, how can these qualities be transferred into your role as a leader at NLPS in 2019?**

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Appendix E  
**School Captains, Vice Captains and Prefect  
Agreement**



Dear Parents and Caregivers,  
Congratulations! ..... has been elected as a student leader at our school.

In accepting this role, they are expected to abide by the role description, essential criteria and agreement as outlined below. Please sign and return the note below to acknowledge that you have read and understand these points.

**Role Description:**

- Provide a positive role model and leadership to the student body.
- An ambassador for the student body at school and in the community.
- Actively participate in school assembly programs.
- Encourage students to take pride in their school.
- Assist any student in need when necessary.
- Willingly help teachers and the community when requested.

**Essential Criteria:**

- Ability to speak confidently in public.
- Demonstrated ability to maintain high standards of work and behaviour in class and school activities.
- Demonstrated school spirit and pride by:
  - Wearing correct school uniform at all times.
  - Following the school rules.
  - Participating in a number of school activities.
- Showing trustworthiness, courtesy, reliability, respect and helpfulness.

**Agreement:**

Elected captains and prefects agree to relinquish their position and badge if in breach of school rules, essential criteria or fail to carry out their stipulated role. The principal reserves the right to make the final decision in regards to appointment of candidates and the relinquishing of duties.

Narrabeen Lakes Leadership Committee

**School Captains, Vice - Captains and Prefects**

I have read and understand the role description, essential criteria and agreement required to hold the position of a Captain, Vice-Captain or Prefect at Narrabeen Lakes Public School and agree to fulfill my duties as required.

Student signature: \_\_\_\_\_ Date \_\_\_\_\_

Parent signature: \_\_\_\_\_ Date \_\_\_\_\_

(Please return this page to the principal)

## Appendix F House Captains



Dear Parents and Caregivers,  
Congratulations! ..... has been elected as a House Captain at our school.

In accepting this role, they are expected to abide by the role description, essential criteria and agreement as outlined below. Please sign and return the note below to acknowledge that you have read and understand these points.

The role of House Captains is to organise, co-ordinate and unite their house during events such as the Swimming, Athletics and Cross Country Carnivals. They are expected to be sporting ambassadors within the school, promoting both inter and intra school sport.

### Role description and Essential Criteria

#### Role Description:

- Hold meetings prior to the major carnivals to organise house chants.
- Demonstrate inclusive behaviour in selecting house chants.
- Promote their House in a respectful and enthusiastic manner.
- Being responsible when required for sporting equipment and activities.
- Attend and actively competing, or co-ordinating others, in events at the relevant carnivals.
- Actively help teachers in keeping sports storeroom respectable.
- Co-ordinate, organise and run whole-school sports assemblies if required.
- Actively help with the running of the in-school sports program.

#### Essential Criteria:

- Model exemplary sportsmanship at all times.
- Always be a role model for fellow students, especially in demonstrating respectful ways of communicating with each other and with teachers.
- Show consistently appropriate decision-making and behaviour over the course of the school year.
- Demonstrate pride in their school by always wearing the correct uniform and encouraging others to do so, particularly in the area of wearing a school hat and shoes in the playground and sporting events.
- Speak clearly and confidently at any public occasion.

#### Agreement:

Elected House Captains agree to relinquish their position and badge if in breach of school rules, essential criteria or fail to carry out their stipulated role. The principal reserves the right to make the final decision in regards to appointment of candidates and the relinquishing of duties.

Narrabeen Lakes Leadership Committee

#### House Captains

I have read and understand the role description, essential criteria and agreement required to hold the position of a House Captain at Narrabeen Lakes Public School and agree to fulfill my duties as required.

Student signature: \_\_\_\_\_ Date \_\_\_\_\_

Parent signature: \_\_\_\_\_ Date \_\_\_\_\_

(Please return this page to the principal)

## Appendix G Library Leaders



Dear Parents and Caregivers,  
Congratulations! ..... has been elected as a Library Leader at our school.

In accepting this role, they are expected to abide by the role description, essential criteria and agreement as outlined below. Please sign and return the note below to acknowledge that you have read and understand these points.

The role of Library Captain is to support the Librarian by organising and coordinating library helpers to assist in the library daily. They will also support the librarian in organising special library events such as Book Week, Indigenous Literacy Foundation Book Swap, Simultaneous Storytime Day, Peer Picnic Reading as well as assembly awards and book prizes. They are expected to promote reading and literacy within the school.

### Role Description:

- Help co-ordinate and organise a library helper roster.
- Collect class library books from each classroom.
- Return the library books on the Oliver Computer system
- Shelve the returned books to the various shelf areas.
- Log on all computers ready for Literacy pro searching.
- Tidy and clean shelves and books.
- Actively help the teacher librarian with other tasks when needed.

### Essential Criteria:

- Model exemplary behaviour at all times.
- Always be a role model for fellow students, especially in demonstrating respectful ways of communicating with each other and with teachers.
- Show consistently appropriate decision-making and behaviour over the course of the school year.
- Demonstrate pride in their school by always wearing the correct uniform and encouraging others to do so, particularly in the area of wearing a school hat and shoes in the playground and sporting events.
- Speak clearly and confidently at any public occasion.

### Agreement:

Elected Library Leaders agree to relinquish their position and badge if in breach of school rules, essential criteria or fail to carry out their stipulated role. The principal reserves the right to make the final decision in regards to appointment of candidates and the relinquishing of duties.

Narrabeen Lakes Leadership Committee

### Library Leaders

I have read and understand the role description, essential criteria and agreement required to hold the position of a Library Leader at Narrabeen Lakes Public School and agree to fulfill my duties as required.

Student signature: \_\_\_\_\_ Date \_\_\_\_\_

Parent signature: \_\_\_\_\_ Date \_\_\_\_\_

(Please return this page to the principal)



Appendix H  
**Music Leaders**



Dear Parents and Caregivers,  
Congratulations! ..... has been elected as a Music Leader at our school.

In accepting this role, they are expected to abide by the role description, essential criteria and agreement as outlined below. Please sign and return the note below to acknowledge that you have read and understand these points.

The role of the Music Captains is to be a role model for musicians across the school. They are expected to be an advocate for music within our school. Students are only eligible to become music leaders if they are currently involved in extra-curricula music programs at the school.

**Role Description:**

- Make announcements at school assemblies when required.
- Promote Music groups in a respectful and enthusiastic manner.
- Demonstrate an enthusiasm for ALL music activities across the school.
- Actively help teachers in keeping musical equipment safe and in the correct place.
- Actively help with the running of the in-school concerts and music activities.

**Essential Criteria:**

- Model exemplary musicianship at all times.
- Always be a role model for fellow musicians.
- Demonstrate pride in all music ensembles.
- Show consistently appropriate decision-making and behaviour over the course of the school year.
- Demonstrate pride in their school by always wearing the correct uniform and encouraging others to do so, particularly in the area of wearing a school hat and shoes in the playground and sporting events.
- Speak clearly and confidently at any public occasion.

**Agreement:**

Elected Music Leaders agree to relinquish their position and badge if in breach of school rules, essential criteria or fail to carry out their stipulated role. The principal reserves the right to make the final decision in regards to appointment of candidates and the relinquishing of duties.

Narrabeen Lakes Leadership Committee

**Music Leaders**

I have read and understand the role description, essential criteria and agreement required to hold the position of a Music Leader at Narrabeen Lakes Public School and agree to fulfill my duties as required.

Student signature: \_\_\_\_\_ Date \_\_\_\_\_

Parent signature: \_\_\_\_\_ Date \_\_\_\_\_

(Please return this page to the principal)

Appendix I  
**Sustainability Leaders**



Dear Parents and Caregivers,  
Congratulations! ..... has been elected as a Sustainability Leader at our school.

In accepting this role, they are expected to abide by the role description, essential criteria and agreement as outlined below. Please sign and return the note below to acknowledge that you have read and understand these points.

**Agreement:**

Elected Sustainability Leaders agree to relinquish their position and badge if in breach of school rules, essential criteria or fail to carry out their stipulated role. The principal reserves the right to make the final decision in regards to appointment of candidates and the relinquishing of duties.

**Role Description:**

- Organise, promote and participate in sustainability practices at school including Garden Club, Waste Free lunches, recycling projects.
- Lead project-based activities for younger students including presenting at Kindy Orientation and Assemblies
- Help distribute and collect equipment before and after gardening / environment activities.
- Manage participants in Garden Club and organise their green cards.
- Supervise composting and worm farm
- Writing proposals and work with the SRC for garden improvements around the school
- Help Environment teachers organise Environment Day activities

**Essential Criteria**

- Model exemplary behaviour at all times.
- Always be a role model for fellow students, especially in demonstrating respectful ways of communicating with each other and with teachers.
- Show consistently appropriate decision-making and behaviour over the course of the school year.
- Demonstrate pride in their school by always wearing the correct uniform and encouraging others to do so, particularly in the area of wearing a school hat and shoes in the playground
- Be enthusiastic about looking after our school and local environment.

Narrabeen Lakes Leadership Committee

**Sustainability Leaders**

I have read and understand the role description, essential criteria and agreement required to hold the position of a Sustainability Leader at Narrabeen Lakes Public School and agree to fulfill my duties as required.

Student signature: \_\_\_\_\_ Date \_\_\_\_\_

Parent signature: \_\_\_\_\_ Date \_\_\_\_\_

(Please return this page to the principal)

